

5 Dec. 1958

PROJECTED PROGRAMMING FOR 1959

A. REVIEW AND ANNUAL AUDIT OF RECORDS CONTROL

SCHEDULES IN ORDER OF PRIORITY:

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. FDD (54)                      | 15. ONE (57)                      |
| 2. SECURITY (54)                 | 16. SOVMAT STAFF (57)             |
| 3. OBI (55)                      | 17. COMMERCIAL STAFF (57)         |
| 4. ORR (55)                      | 18. OFFICE OF COMMUNICATIONS (57) |
| 5. OO/CHIEF (55)                 | 19. COMPTROLLER (57)              |
| 6. PIC (55)                      | 20. GENERAL COUNSEL (57)          |
| 7. EXECUTIVE REGISTER (56)       | 21. LOGISTICS (57)                |
| 8. SA's TO DIRECTOR (56)         | 22. DD/P (57)                     |
| 9. SA TO DIRECTOR FOR P & D (56) | 23. CSI (58)                      |
| 10. DDI (56)                     | 24. OO/C (58)                     |
| 11. OCI (56)                     | 25. DD/S (58)                     |
| 12. FBID (56)                    | 26. OTR (58)                      |
| 13. MANAGEMENT STAFF (56)        | 27. LEGISLATIVE COUNSEL (58)      |
| 14. CABLE SECRETARIAT (57)       | 28. PERSONNEL (58)                |
| 29. AUDIT (58)                   |                                   |

PROGRAM FOR THE  
RECORDS CENTER BRANCH

	Estimated Date	
	<u>Start</u>	<u>Completed</u>
1. Store and protect noncurrent records and distribution materials of the Agency.		
a. In collaboration with the Security Office and the SMF Division develop plans for the adequate physical security and protection from fire, climate, etc., of the records used and housed in the Center.		✓
b. Develop and coordinate with the Space Maintenance and Facilities Division and Security Office layout plans for maximum space utilization within the Center that will comply with established standards and at the same time insure efficient operations.		✓
c. Establish a space control system that will indicate at all times the amount of storage space available and its location.		✓
2. Provide the necessary facilities for accessioning records approved for transfer to the Center.		
a. Develop procedures to be used by Area Records Officers in preparing and routing records transfer request forms and in packing, labeling, and listing records to be retired. These procedures would be published as a bulletin or handbook.		✓
b. Review and approve incoming transfer requests, and coordinate the accessioning transaction with the requesting office.		✓
c. Maintain continuing liaison with the Space Maintenance and Facilities Division in order to provide the necessary labor and transportation for moving records into the the Center.		✓
d. Determine and procure necessary handling equipment to expedite the flow of incoming and outgoing records.		✓
e. Provide for the control and assignment of storage space within the Center.		✓

	Estimated Date	
	Start	Completed
3. Provide reference service on records in custody and in the National Archives.		
a. Prepare finding aids, when required, to bring the records in custody under intellectual control, and to provide maximum accessibility for reference purposes.		?
b. Develop procedures for the expeditious handling of all records requests, both written and verbal, and the operation of a document loan service.		✓
c. Install and maintain adequate facilities for a reference search room in the Center that will include microfilm readers.		?
d. Establish and maintain microfilming and photo-reproducing services for those records in custody when such reproductions are not in conflict with Agency regulations, security, requirement, or statutory or legal restrictions.		?
e. Act as the official liaison with the National Archives concerning reference requirements for records in that Agency's custody.		✓
4. Dispose of any records in custody that are authorized for destruction.		
a. Establish and maintain disposal Tickler Files covering those records authorized for disposal; those disposable on a contingent basis and those which appear disposable but for which Agency approval has not been obtained.		✓
b. Identify and determine those records in custody for which disposal standards have been authorized and approved through the issuance of Records Control Schedules and Lists.		
c. Establish a procedure for obtaining the concurrence of operating offices in the destruction of any of their records that are authorized for disposal.		✓

	Estimated Date	
	Start	Completed
d. Provide for a system of reporting the amount of records disposed of by the Center.		✓
5. Preserve records determined to have values worthy of permanent or longtime retention.		
a. Determine the requirements necessary to prevent damage to records in custody due to insects, rodents, dust, excessive heat, excessive dampness, and rough handling.		✓
b. Conduct analyses of the various ways and means to provide the maximum permanency to the records and initiate projects to preserve or prevent future deterioration of permanently valuable records.		?
6. Store, reproduce and distribute supplemental copies of CIA produced intelligence information and reports and to make (initial) and supplemental distribution of Agency regulations and notices.		
a. Establish and maintain a continuing inventory for all incoming and outgoing material.		✓
b. Plan and prepare the various finding aids necessary to bring the distribution under control.		✓
c. Develop procedures for the prompt and expeditious servicing of all requests.		✓
d. Operate and maintain photo-reproduction facilities as may be necessary to service requests for copies of information reports.		✓

PROGRAM FOR THE RECORDS SYSTEMS BRANCH

	Estimated Date	
	<u>Start</u>	<u>Completed</u>
1. Provide and initiate the installation of a standard Agency filing system.		
a. Develop preliminary draft of procedures, classification guide and classified index.		✓
b. Obtain working level concurrence on draft manual.		✓
c. Obtain official concurrence of draft manual through Regulations Control Staff.		✓
d. Issue manual as an official Agency handbook.		✓
e. Institute training in the system by the Office of Training.		?
f. Make installations office by office by working with the Area Records Officers or through surveys made by Records Systems Branch personnel.		
1. DD/A		
2. DD/I		
3. DD/P		
4. Office of Communications		
5. Office of Training		
6. Field Stations		
2. Effect standardization of correspondence filing equipment and supplies.		
a. Develop standards for correspondence filing equipment and supplies.		
b. Obtain working level concurrences through discussions and demonstrations.		
c. Obtain official concurrences and issue notice through the Regulations Control Staff.		
d. Establish working agreement with the Logistics Office which will provide for clearance and approval by General Services Office of requisitions for non-standard items.		

- |  | Estimated Date   |
|--|------------------|
| <u>Start</u>   | <u>Completed</u> |
| e. Supply Area Records Officers with guide material, illustrating the need for and advantage of using standard items.  |                  |
| 3. Provide standards and guide procedures for the control of office mail and initiate the installation where needed.   |                  |
| a. Develop manual material covering the control of office mail.  |                  |
| b. Install in offices where needed following surveys in which the system is recommended and approved. Surveys to be made by the Area Records Officers and/or Records Systems Branch personnel.   |                  |
| 1. DD/A  |                  |
| 2. DD/I  |                  |
| 3. DD/P  |                  |
| 4. Office of Communications  |                  |
| 5. Office of Training  |                  |
| 6. Field Stations  |                  |
| 4. Provide and apply guides for use in selecting office machines and equipment and in establishing utilization, replacement and disposal criteria.   |                  |
| a. Develop standards and guides for selecting equipment.   |                  |
| b. Establish working agreement with the Logistics Office to provide for review and approval by the General Services Office of controlled equipment.  |                  |
| c. Establish liaison with General Services Administration and commercial services in connection with the selection, application and utilization of office equipment.   |                  |
| d. Establish agreements in the respective offices to provide for review of office machine and equipment requirements by Area Records Officers and they, in turn, to consult and get available information from the Records Systems Branch. |                  |
- e. Supply Area Records Officers with guide material, illustrating the need for and advantage of using standard items.
3. Provide standards and guide procedures for the control of office mail and initiate the installation where needed.
- a. Develop manual material covering the control of office mail.
  - b. Install in offices where needed following surveys in which the system is recommended and approved. Surveys to be made by the Area Records Officers and/or Records Systems Branch personnel.
    - 1. DD/A
    - 2. DD/I
    - 3. DD/P
    - 4. Office of Communications
    - 5. Office of Training
    - 6. Field Stations
4. Provide and apply guides for use in selecting office machines and equipment and in establishing utilization, replacement and disposal criteria.
- a. Develop standards and guides for selecting equipment.
  - b. Establish working agreement with the Logistics Office to provide for review and approval by the General Services Office of controlled equipment.
  - c. Establish liaison with General Services Administration and commercial services in connection with the selection, application and utilization of office equipment.
  - d. Establish agreements in the respective offices to provide for review of office machine and equipment requirements by Area Records Officers and they, in turn, to consult and get available information from the Records Systems Branch.

	Estimated Date	
	<u>Start</u>	<u>Completed</u>
e. Develop standards for utilization, replacement and disposal of office machines and equipment.		
f. Have Area Records Officers establish an equipment inventory including pertinent information regarding complete identification, age, condition and utilization of each controlled type of office machine and equipment.		
g. Make periodic surveys to insure compliance with utilization, replacement and disposal standards.		
h. Extend program to all field stations through the distribution of a series of informational issuances and by survey teams.		
5. Effect proper Agency-wide utilization of microfilm.		
a. Develop and issue informational material giving standards for determining when microfilming is desirable.		
b. Develop handbook giving detailed instructions and standards covering when to microfilm and choice and use of appropriate equipment.		
c. Obtain official concurrence of handbook and issue through the Regulations Control Staff.		
d. Have Area Records Officers establish an equipment inventory including pertinent information regarding complete identification, age, condition and utilization of each camera and reader.		
e. Establish working agreements based on a regulation requirement, for the General Services Office to survey and approve all proposed microfilming projects.		
f. Establish working agreement with the Logistics Office to provide for General Services Office's review and approval of all requisitions for microfilming equipment.		

	Estimated Date	
	<u>Start</u>	<u>Completed</u>
g. Through office by office surveys, make recommendations regarding the continuation or changes in existing microfilming projects.		
6. Coordinate an Agency-wide vital materials program and provide procedures and facilities for the transfer of such material to the Repository.		
a. Develop a vital materials handbook.		
b. Obtain working level concurrences of draft handbook.		
c. Obtain official concurrence of handbook and issue through the Regulations Control Staff.		
d. Working through the Area Records Officers and with the responsible officials -		
1. Establish an inventory of each records series of vital materials in every office.		
2. Determine the best method of reproduction for deposit.		
3. Establish a deposit schedule.		
e. Maintain liaison with the Area Records Officers to assure adherence to the vital materials deposit requirements.		
7. Improve the Agency mail service.		
a. Develop, coordinate and issue an Agency Mail Service Regulation.		
b. Develop and issue a manual for the Mail Control Section providing standard operating procedures and guides.		
c. Issue an Agency Mail Routing Directory.		
d. Develop and install a revised courier receipt procedure.		



	Estimated Date	
	<u>Start</u>	<u>Completed</u>
e. Develop and install a procedure for the periodic analysis of courier receipts by means of tabulating equipment, in order to check and correct causes for excessive delays in deliveries.		
f. Develop a reporting system on assigned vehicles to assure proper utilization.		
g. Perform a continuing review of courier assignment to assure proper manpower usage and as a basis for adding or eliminating positions in accordance with current requirements.		

	Estimated Date	
	<u>Start</u>	<u>Completed</u>
b. Use as a means of selling program and obtaining Agency-wide acceptance, explaining aims, expressing top-level management endorsement, making the "rank and file" forms-conscious, reporting program progress, encouraging competition between organizational elements, recognizing outstanding achievements and contributions of Area Records Officers and other individuals to Forms Management.		
c. Develop lectures for inclusion in basic orientation talks given newly hired Agency personnel. Include in such courses as the SIC and Adm. Sup. Course. (While providing some training, primary value will be that of publicity, i. e. securing recognition, obtaining cooperation, etc.).		

PROGRAM FOR THE  
RECORDS DISPOSITION BRANCH

Estimated Date	
Start	Completed

The establishment and maintenance of a records scheduling program that will provide for the systematic disposition of Agency records consistent with their use and value.

1. Program essentials.

- a. A records disposition handbook that will outline the essentials of records inventories, evaluation, retirement, disposal, preservation, legal requirements and procedures governing the development of these essentials.
- b. A records control schedule for each organizational segment of the Agency.
- c. Legal authorizations for the disposal of temporarily valuable records.
- d. An adequately trained group of staff and line personnel.
- e. Schedule application and review procedure.
- f. Program effectiveness measurement.

2. Mode of Operation.

- a. Disposition Handbook. Prepare and issue the handbook through the Regulations Control Staff for the use of all interested Agency personnel.
- b. Records Control Schedules. Prepare or supervise the preparation of a schedule for each organizational segment of the Agency by:
  - (1) The taking of a complete records inventory.
  - (2) Evaluating each series of records in terms of their administrative, legal, fiscal, research or historical value.
  - (3) Developing standards and obtaining concurrence of operating personnel.
- c. Legal authorizations. Obtain legal authorization to dispose of records in accordance with standards contained in the records control schedules.
  - (1) Prepare and submit to the National Archives and the Congress, requests for authority to dispose of records.

Estimated Date	
Start	Completed

- d. Training. As the need arises, collectively or individually train area records officers, staff employees and other interested personnel in the techniques of records disposition.

The basic training tool will be the records disposition handbook. It will be supplemented through group discussions, reference to and study of statutes and regulations applicable to the disposition of Federal Records, and reference to publications of other Federal agencies.

- e. Schedule Application and Review Procedure. Records Control Schedules will be reviewed approximately 1 year after original preparation and annually thereafter to:

- (1) Assure initial and continued application.
- (2) Revise them to include or delete items in connection with organizational or functional changes.

- f. Program Effectiveness Measurements. Measure the effectiveness of the scheduling program through:

- (1) Surveys and inspections.
- (2) Collection, compilation and submission of information on records disposition activities.